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GETTING STARTED

Welcome, and thank you for using Pearson Limelight. This User Guide will walk you through the technical requirements for this program, user instructions for full functionality of your assessment platform, and troubleshooting techniques. Our goal at Pearson is to support you every step of the way.

WHO SHOULD USE THIS GUIDE

This User Guide is intended for district administrators, principals, teachers, and support specialists responsible for both monitoring and executing student academic intervention plans.

MATRIX OF ROLES

<table>
<thead>
<tr>
<th>User Account Type</th>
<th>Account-Level Rights</th>
</tr>
</thead>
</table>
| District Administrator | • View testing results for subscription (all schools’ assessment statistics)  
  • View testing results reports for personal classes  
  • Create tests and classes  
  • Publish tests to schools and district |
| School Administrator | • View testing results for subscription (school’s assessment stats)  
  • View testing results reports for personal classes  
  • Create tests and classes  
  • Publish tests to school and classes |
| Teacher | • Create tests and classes  
  • Share tests with school  
  • View testing results reports for personal classes |
| Student | • Take assigned tests  
  • Take self-tests to practice assessments |
ABOUT PEARSON

Pearson, the global leader in education and education technology, reaches and engages today’s digital natives with effective and personalized learning, as well as dedicated professional development for their teachers. This commitment is demonstrated in our investment in innovative print and digital education materials for Pre-K through professional learning, student information systems and learning management systems, teacher development, career certification programs and testing and assessment products that set the standard for the industry.

Pearson’s comprehensive offerings help inform targeted instruction and intervention so that success is within reach of every student at every level of education.

Pearson provides products and services to deliver mission-critical information to decision-makers at all levels in the education system:

- Students
- Parents
- Teachers
- Psychologists, speech pathologists and medical professionals
- School administrators
- Local, state and federal government agencies
- National influencers on education reform and accountability
- Employers and human resources professionals

Pearson’s other primary businesses include the Financial Times Group and the Penguin Group.

OUR MISSION

Our mission is to improve teaching and promote life-long learning. We help students, families, educators and professionals use assessment, information, research and innovation to promote learning and personal development, advance academic achievement, improve instructional productivity, and transform educational communities.
## ICON LEGEND

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Italicized Underlined Text</td>
<td>Indicates a link or button that can be clicked or a page feature that should be noted</td>
</tr>
<tr>
<td>Bold Text</td>
<td>Indicates an action that needs to be performed</td>
</tr>
<tr>
<td>🌟</td>
<td>Functionality or process applies to Administrators</td>
</tr>
<tr>
<td>🌟</td>
<td>Functionality or process applies to Teachers</td>
</tr>
<tr>
<td>🌟</td>
<td>Functionality or process applies to Students</td>
</tr>
<tr>
<td>🌟</td>
<td>Indicates area of interest or direction</td>
</tr>
<tr>
<td>🌟</td>
<td>Items of note</td>
</tr>
</tbody>
</table>
COMPUTER REQUIREMENTS

MINIMUM TECHNICAL REQUIREMENTS

Please check that the computer has the following minimum system requirements before logging in, to ensure the system functions properly. Please note, these are the minimum requirements and a noticed degradation in performance may be experienced as the amount of data stored and accessed increases, especially when running reports or data queries.

Computer Requirements

<table>
<thead>
<tr>
<th>PC</th>
<th>Macintosh</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows® XP or later</td>
<td>OS 10.4 or later</td>
</tr>
<tr>
<td>233 MHz Pentium®</td>
<td>PPC/G3/G4 Processor</td>
</tr>
<tr>
<td>32 MB RAM</td>
<td>32 MB RAM</td>
</tr>
<tr>
<td>250 MB free hard drive space</td>
<td>250 MB free hard drive space</td>
</tr>
</tbody>
</table>

Internet Requirements

<table>
<thead>
<tr>
<th>Windows OS Browsers</th>
<th>MAC Browsers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internet Explorer® 8.0 or later</td>
<td>Safari® 4.0 or later</td>
</tr>
<tr>
<td>FireFox® 3.5 or later</td>
<td>FireFox 3.5 or later</td>
</tr>
</tbody>
</table>

NETWORK REQUIREMENTS

<table>
<thead>
<tr>
<th>Connectivity</th>
</tr>
</thead>
<tbody>
<tr>
<td>DSL or cable modem</td>
</tr>
<tr>
<td>Dial-up connection</td>
</tr>
<tr>
<td>A dial-up connection can be used.</td>
</tr>
<tr>
<td>However, some applications may not run properly.</td>
</tr>
</tbody>
</table>

TECHNICAL SUPPORT

Hotline: 877-324-2401

E-mail: lmssupport@pearson.com

Website: https://powersource.pearsonschoolsystems.com/home/case/main.action
INTRODUCTION TO LIMELIGHT

Limelight is an intuitive online environment for creating, delivering and assessing practice tests. Limelight Test Builder delivers formative, standards-based practice tests for state-mandated tests in reading, mathematics, science, social studies and writing for grades 3 through high school.

COMMON USER INTERFACE

The Limelight Education Desktop is a portal that allows delivery and access to education software for teachers and students. Users must use an Internet-enabled computer to access the resources available on the desktop.

Figure 1 - Limelight Home Page
LOG-IN INFORMATION

Each customer has a unique URL for Limelight and each end user must use his or her unique username and password to access (log in to) the system. The Subscription ID identifies the Education Desktop that will be accessed. Generally it is associated with the name of the school, district or facility, and is included as part of the URL. Only authorized users will be able to access the web portal page.

LOG IN TO THE EDUCATION DESKTOP

1. To get to the proper login page, you will have to **Enter** the following:


   **Example:**
   
   Assigned Subscription ID: LSC
   On the Browser Address Line enter:
   `http://LSC.pearsonLimelight.com`

3. **Bookmark** this page to make it easier to find next time you log in.

4. Once the login page opens to your Subscription ID, each administrator, teacher, vendor or student will be prompted to **Enter** log-in information. There are two fields: **Username** and **Password**.

   - The **Username** is generally the first initial and first 8 characters of the last name of the user. However, this field accepts a maximum of 64 characters.

   - The **Password** allows users to individually log in.

5. **Click** the **Login** button.

USER SETTINGS

The **User Settings** icon in the upper right corner of Limelight allows you to change your own password. For most subscriptions, only Teachers and Administrators have the ability to change their passwords, unless it was decided during subscription setup to allow Student-level accounts to change their own passwords. (The Administrator can set the application to allow students to change their own passwords.)
To change passwords click the User Settings icon on the top right of the screen. A user must know his or her old password in order to change it. Users can change their passwords as often or as rarely as they like.

Individuals who have a Teacher-level login who do not know their passwords can request a password reset from their Administrator. Teachers can reset Student-level account passwords using the Teacher Tools, but only Administrators can reset Teacher passwords.

CHANGE YOUR PASSWORD

A. Click the User Settings icon.
B. Enter the current password in the Current password field.
C. Enter the new password in the New password field.
D. Enter the new password again in the Confirm password field.
E. Click the Submit button.
F. The screen will display a confirmation message stating the password has been updated.
G. Click the Test Builder tab to return to the home page.

Figure 2: User Settings Page — Change Your Password
A. Click the User Settings Icon.
B. Enter/change the First name field.
C. Enter/change the Last name field.
D. Click the Submit button.
E. The screen will display a confirmation message stating your name has been updated.
F. Click the Test Builder tab to return to the home page.

Figure 3: User Settings Page — Edit Your Name
GETTING HELP

Help is available via the Help icon in the top right corner of the Education Desktop.

These Help features are available:

A. Common Questions
B. Limelight User Guide
C. Limelight Quick Reference Guide
D. Email Us
E. Phone Support
F. Support Options
G. Support Tools
H. Top Five Questions

Figure 4: Help Page

LOGGING OUT

All applications open in a new window or a tabbed window. To exit completely from the software, close the window or tabbed window. The Education Desktop will continue running behind the opened software in its original window. To completely close out of the Education Desktop, click the Logout button in the upper right corner of the screen.

The Education Desktop does time-out and automatically log-out the account after six (6) hours of non-activity. This time-out will occur even if you have launched a resource and have been working in the resource without going back to the Education Desktop. If you have been working in one resource for over 6 hours, go back to the Education Desktop and launch another window. You may get the message that you are logged out; just open another browser window and log in to the Education Desktop, which will re-launch the resource.
**TEST BUILDER HOME**

*Test Builder* provides an intuitive online environment for creating, delivering and assessing practice tests. Delivered through the Education Desktop, *Test Builder* delivers formative, standards-based practice tests for state-mandated tests in reading, mathematics, science, social studies and writing for grades 3 through high school.

Once logged in to Limelight, the *Test Builder Home Page* is displayed. If you are logged in as an Administrator, you will see four (4) navigation tabs across the top of your page: *Test Builder*, *School Administration*, *Teacher Tools* and *Inform*. Individuals with Teacher-level access will only see three (3) navigation tabs: *Test Builder*, *Teacher Tools* and *Inform*.

![Figure 5: The Test Builder Home Pages](image)

**SHORTCUTS**

From the *Test Builder* home page, links to the most frequently used functions are available: *Create a new test* and *Create a new question*. Clicking on either of these links will take you directly to those tasks.

![Figure 6: Test Builder Shortcuts](image)
**RECENT ACTIVITY**

A list of recent activities is also located on the Test Builder home page. This list will show tests and questions that have been recently created.

<table>
<thead>
<tr>
<th>Recent activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yesterday</td>
</tr>
<tr>
<td><strong>Quarter 1 Language Arts Grade 8</strong> has been published from September 2 to October 2 for your district.</td>
</tr>
<tr>
<td>September 1</td>
</tr>
<tr>
<td><strong>Grade 8 Math</strong> has been published from September 1 to September 30 for your district.</td>
</tr>
<tr>
<td>July 21</td>
</tr>
<tr>
<td><strong>Sample AIO Test</strong> was published from July 21 to August 21 for your district.</td>
</tr>
<tr>
<td>July 19</td>
</tr>
<tr>
<td><strong>ELA Grade 7 CR Test 7-35-10</strong> was published from July 10 to August 19 for your district.</td>
</tr>
</tbody>
</table>

Figure 7: Test Builder Recent Activity List

**TEST BUILDER TASKS**

Located on the right side of the Test Builder home page is the Tasks menu. These menu links will access the various pages that contain the functions for creating tests. These links are:

- **Home**
- **Tests**
- **Assignments**
- **Questions**
- **Passages**
- **Banks**
- **Rubrics**
- **Proficiencies**
- **Settings**

Figure 8: Tasks Menu
1. To access the *Test management* page, click on the *Tests* link in the *Tasks* menu on the right side of the *Test Builder* home page.

![Figure 9: Tests Link in Tasks Menu](image)

2. The *Test management* page will then display. The *Test management* page contains two links and a list of tests.

![Figure 10: Test management page](image)
CREATE A NEW TEST

The first step in creating a test is identifying and gathering the questions. From there, the test will be previewed and either modified or saved.

Once the Create a new test link is selected, the Find questions for a test screen will display. This screen has three (3) navigational tabs available for finding questions: Select by indicator, Select by passage or Select by bank.

![Find Questions for a Test — Navigational Tabs](image)

CREATE A NEW TEST USING SELECT BY INDICATOR

1. To access the Tests page, click on the Tests link in the Tasks menu on the right side of the Test Builder home page.

2. From the Test Builder Test management page, click on the Create a new test link.

3. The Find questions for a test screen will display.

![Find Questions for a Test — Select By Indicator Tab](image)

4. If it isn't already selected, click on the Select by indicator tab.

5. Click on the Show questions from drop-down arrow to view the available banks.
6. **Select** the name of the desired bank or *all banks*.

7. **Click** on the *from the standards in* drop-down arrow to view the available standards documents.

8. **Select** the name of the desired standards document.

9. **Click** on the *in grade* drop-down arrow to view a list of grade choices.

10. **Select** the desired grade.

11. **Click** on the drop-down arrow for *subject* to view the available subjects.

12. **Select** the desired subject.

13. The screen refreshes with a standards tree that aligns to the elements selected.

14. **Expand** the standards tree by **clicking** on the plus sign to the left of each checkbox. The interface displays the number of items and resources available at each selection level.

15. **Click** the checkbox next to the desired item to select it.

16. **Select** the checkbox to filter for questions with reading passages if applicable.

17. **Select** as many as desired in the same manner.

18. **Click** the **Show these questions** button.

19. The available questions will display.

20. **Place** your cursor over a question and the **Preview** link will display.

21. **Click** on the **Preview** link to preview the question.
22. The *Question preview* pop-up window will display. **Scroll** down by using the scroll bar on the right to view associated metadata and alignments for this question. **Use** the *back* and *next* arrows to navigate forward and backward through multiple questions.

![Figure 15: Question preview Pop-up Window](image)

a. If the question is associated with a passage, **click** on the passage link to preview it.

![Figure 16: View the Reading Passage for this Question](image)

23. **Close** the *Question preview* by *clicking* the *button*.

24. **Click** the **link** to add the question to the test.

![Figure 17: Test Blueprint](image)

25. **Continue** to add questions to the test in the same manner until all desired questions have been selected.
26. In the **Test blueprint** section of the page, click the **Preview and same** button.

27. The **Test preview** page will display with **Question ordering** and **Testing session** areas.

28. Place the cursor over the first question. A red **X** will display. If desired, click the red **X** to delete the question from the test.

29. If desired, **click and drag** questions to reorder them.

30. **Clicking** on the **Add more questions to this test** link will return the user to the **Find questions for a test** page, where more questions can be added using the same process.

31. You can break a **printed test** into sessions to make it easier to give a single test over multiple class periods. When printed, this test will have a page break between each session.
   a. **Under Testing** sessions, click the **Add a test session** link.
   b. **Click** on the drop-down arrow to select the question number on which **Session 1** will end.
c. Click the red minus sign to remove the session.

![Figure 20: Adding a test session to a printed test](image)

Figure 20: Adding a test session to a printed test

d. Continue to add as many test sessions as desired.

32. **Clicking** the [Cancel] link will return the user to the *Your tests* page and the test will not be saved.

33. **Click** the [Save this test] button to name and save your test.

34. The *Save this test* page will display.

![Figure 21: Save this Test Page](image)

Figure 21: Save this Test Page

35. **Click** in the *Title* field and type a unique name for the test.

36. **Click** in the *A brief description* field and type a description.

37. **Click** the *Test category* drop-down arrow and **select** the desired test type from the list.

38. **Click** the *Subject* drop-down arrow and **select** the desired subject from the list.

39. **Click** the *Grade* drop-down arrow and **select** the desired grade from the list.

40. **Select** the appropriate *Bank* dial button to use an existing bank or to create a new bank.
a. Click the drop-down arrow to select an existing bank.

or

b. Click in the text field and type a unique name to create a new bank.

41. Click in the Instructions field and type detailed instructions for this test.

42. Select the appropriate dial button to keep the test private or share the test with the subscription or district.

<table>
<thead>
<tr>
<th>Sharing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Keep this test private</td>
</tr>
<tr>
<td>Share with my subscription</td>
</tr>
<tr>
<td>Share with my district</td>
</tr>
</tbody>
</table>

Figure 22: Sharing Options

43. Click the button to save this test.

   a. Clicking the or Cancel link will return the user to the Your tests page and the test will not be saved.
CREATE A NEW TEST USING SELECT BY PASSAGE

1. To access the Tests page, click the Tests link in the Tasks menu on the right side of the Test Builder home page.

2. From the Test Builder Test management page, click on the Create a new test link.

3. The Find questions for a test screen will display.

4. Click on the Select by passage tab.

5. Click the Show passages from drop-down arrow to view the available banks.

6. Select the name of the desired bank or all banks.

7. Click the for drop-down arrow to view the available subjects.

8. Select the name of the desired subject.

9. Click the in grade drop-down arrow to view a list of grade choices.

10. Select the desired grade.

11. Click the in classification and of type drop-down arrows to view lists of passage classification and type choices.

12. Select the name of the desired classification and type.

13. Click the Show these passages button.
14. The screen refreshes with a preview window of passages to choose from that match the elements selected.

15. The passages can be searched in one of two ways.
   
   c. Click the Next or Back arrows to scroll through a list of thumbnails.

   d. Click on a desired letter in the alphabetical list to locate a desired passage by the first letter in the title.

16. Click on the thumbnail of the desired passage to preview it.
17. The Passage preview pop-up window will display. Scroll down by using the scroll bar on the right to view associated reading level information for this question. Use the arrows to navigate forward and backward through the preview of multiple passages.

![Figure 27: Passage Preview Pop-up Window](image)

18. A list of associated questions display below the passage. Click the Preview link to preview a question.

19. The Question preview pop-up window will display. Scroll down by using the scroll bar on the right to view associated Metadata and Alignments for this question. Use the arrows to navigate forward and backward through the preview of multiple questions.

20. If the question is associated with a passage, click on the View the reading passage for this question link to preview it.

21. Close the Question Preview pop-up window by clicking the button.

22. Click the link to add the question to the test. The Test blueprint is updated with the question information and the chosen question is highlighted in pink.

![Figure 28: Test Blueprint](image)

23. Continue to add questions to the test in the same manner until all desired questions have been selected.
24. If additional passages are desired, click the **Search for other passages** link and repeat the selection process.

25. In the **Test blueprint** section of the page, click the **Preview and save** button.

26. The **Question ordering** page will display.

![Question ordering Page](image)

27. Place the cursor over the first question. A **red ×** will display. If desired, click the red **×** to delete the question from the test.

28. **Click and drag** questions to reorder them.

![Click and Drag to reorder questions](image)

29. You can break a **printed test** into sessions to make it easier to give a single test over multiple class periods. When printed, this test will have a page break between each session.

   a. **Under Testing** sessions, click on the **Add a test session** link.
b. Click the drop-down arrow to select the question number on which Session 1 will end.

c. Click the red minus sign to remove the session.

![Figure 31: Adding a test session to a printed test]

30. The **Save this test** page will display.

![Figure 32: Save this Test Page]

31. **Click** in the **Title** field and **type** a unique name for the test.

32. **Click** in the **A brief description** field and **type** a description.

33. **Click** the **Test category** drop-down arrow and **select** the desired test type from the list.

34. **Click** the **Subject** drop-down arrow and **select** the desired subject from the list.

35. **Click** the **Grade** drop-down arrow and **select** the desired grade from the list.

36. **Select** the appropriate **Bank** dial button to use an existing bank or to create a new bank.

   e. **Click** the drop-down arrow to select an existing bank.

   or
CREATE A NEW TEST USING EXISTING QUESTIONS IN A BANK

1. To access the Tests page, click on the Tests link in the Tasks menu on the right side of the Test Builder home page.

2. From the Test Builder Test management page, click on the Create a new test link.

3. Click on the Select by bank tab.

4. The Select by bank screen will display.

5. Click the Show the questions drop-down arrow to choose from Show the questions or Show questions with the id(s).

6. Select the name of the desired bank or all banks.
7. Click the for drop-down arrow to view the available subjects. Select the name of the desired subject.

8. Click the in grade drop-down arrow to view a list of grade choices. Select the desired grade.

9. Click the options to show only questions with reading passages and/or only questions with no alignments.

10. Click the button and the screen refreshes with a list of questions matching the elements selected.

11. Click the link to preview the question.

Figure 36: Questions from a Selected Bank

To make their peanut butter candy, Brown's Candy Company uses this equation to find \( y \), the number of pounds of sugar to add to \( x \), the number of pounds of peanut butter.

\[
y = 2x + 3
\]
12. The Question preview pop-up window will display. Scroll down by using the scroll bar on the right to view associated metadata and alignments for this question. Use the arrows to navigate forward and backward through the preview of multiple questions.

![Figure 37: Question Preview Popup](image)

13. If the question is associated with a passage, click the View the reading passage for this question link to view the passage.

14. Close the Question preview pop-up window by clicking the button.

15. Click the link to add the question to the test. The Test blueprint is updated with the question information.

![Figure 38: Test Blueprint](image)

16. Continue to add questions to the test in the same manner until all desired questions have been selected.

17. In the Test blueprint section of the page, click the button.
18. The **Question ordering** page will display.

![Figure 39: Question ordering Page](image)

19. Place the cursor over the first question. A red \( \times \) will display. If desired, **click** the red \( \times \) to delete the question from the test.

20. **Click and drag** questions to reorder them.

![Figure 40: Click and Drag to reorder questions](image)

21. You can break a **printed test** into sessions to make it easier to give a single test over multiple class periods. When printed, this test will have a page break between each session.

   a. **Under Testing** sessions, **click** on the \( \text{Add a test session} \) link.

   b. **Click** the drop-down \( \text{arrow} \) to select the question number on which **Session 1** will end.

   c. **Click** the red minus sign to remove the session.
d. Continue to add as many test sessions as desired.

22. Click the **Save this test** button.

   a. Clicking the **Add more questions** button will return the user to the *Find questions for a test* page, where more questions can be added using the same process.

   b. Clicking the **or Cancel** link will return the user to the *Your tests* page and the test will not be saved.

23. The *Save this test* screen will display.

![Save this test screen](image)

24. Click in the **Title** field and **type** a unique name for the test.

   a. Note: All tests must have a unique title.

25. Click in the **A brief description** field and **type** a description for this test.

26. Click the **Test category** drop-down arrow and **select** the desired test type from the list.

27. Click the **Subject** drop-down arrow and **select** the desired subject from the list.
28. Click the Grade drop-down arrow \( \downarrow \) and select the desired grade from the list.

29. Select the appropriate Bank dial button to use an existing bank or to create a new bank.
   a. Click the drop-down arrow \( \downarrow \) to select an existing bank.
   
   or

   b. Click in the text field and type a unique name to create a new bank.

30. Click the Proficiency profile drop-down arrow \( \downarrow \) and select the desired proficiency profile. Click the Preview link to preview the profile prior to selection.

31. Click in the Instructions field and type instructions for taking this test

32. Select the appropriate dial button to keep the test private or share the test with the subscription or district.

   ![Sharing Options](image)

   Figure 43: Sharing Options

33. Click the Save this test button to save this test.
   a. Clicking the Cancel link will return the user to the Your tests page and the test will not be saved.

CREATE AN ANSWER KEY ONLY TEST

1. From the Test Builder Test management page, click on the Create an answer key only test link.

   ![Create an Answer Key Only Test Link](image)

   Figure 44: Create an Answer Key Only Test Link
2. The *Create an answer key only test* page will display.

![Figure 45: Create an Answer Key Only Test Page](sample)

3. **Click** in the **Test title** field and **type** a unique name for the test.
   
   a. **Note:** All tests must have a unique title.

4. **Click** the **Subject** drop-down arrow and **select** the desired subject from the list.

5. **Click** the **Grade** drop-down arrow and **select** the desired grade from the list.

6. **Click** the **Bank** drop-down arrow and **select** the desired grade from the list.

7. **Click** the **Proficiency profile** drop-down arrow and **select** the desired proficiency profile.
   
   **Click** on the **Preview** link to preview the profile prior to selection.

8. **Click** in the **Add** field and **type** the number of questions needed for the test (defaults to 10).

9. **Click** the question type drop-down arrow and **select** the type of question.
10. Click the button and the screen will refresh with the questions added. Repeat the steps to add multiple question types and amounts.

Figure 46: Adding a Question to an AKO Test

11. Select the appropriate answer and point(s) available specific to each question and type.

Figure 47: AKO Questions

12. Place the cursor over each question and you can choose to delete the question from the test.

13. Also, while hovering the cursor over a question, the question can be aligned by selecting the icon.
14. Click the **Create test** button.

15. A confirmation page will display.

Figure 48: Confirmation Page for Creating an Answer Key Only Test

**TESTS LIST**

This area allows you to view all tests available based on the search criteria you identify. You can view the details for tests, edit the tests, copy the tests, delete the tests, generate printable copies, generate tests keys, generate reports and assign the tests.

1. To view the tests list, click on the **Tests** link in the **Tasks** menu on the right side of the **Test Builder** home page.

Figure 49: Tests list
TEST PERFORMANCE AND COMPLETION PERCENTAGE INDICATORS

When viewing the Test List, two icons may appear next to tests. The first, the Performance indicator icon is a top-level overview of the students’ performance results for that test.

**Placing** the cursor over this icon displays performance data.

![Performance indicator data](Image)

**Clicking** on this icon opens the Report Dashboard for that assignment.

The second icon, the Test Completion Percentage indicator icon is a top-level overview of the completion percentage for that test.

**Placing** the cursor over this icon displays completion data.

![Test Completion Percentage data](Image)
TO SEARCH FOR TESTS

1. Click on the Tests link in the Tasks menu on the right side of the Test Builder home page.

2. The Test Management page will then display.

3. Select the Tests Type from the dropdown, the Collections, the Bank, Subject and Grade for search criteria and then Click Go.

4. All tests matching the search criteria will now be displayed in the Test List.
FILTERING TESTS

1. **Click** on the Tests link in the Tasks menu on the right side of the Test Builder home page.

2. Once a Test List is displayed, it can be filtered by **typing** target text in the Filter Results text box and the tests with matching text will appear in the list.

![Figure 54: Filtering the Test List](image)

MOVING TESTS BETWEEN BANKS

1. **Click** on the Tests link in the Tasks menu on the right side of the Test Builder home page.

2. Once a Test List is displayed, any test or tests can be moved to a new location by first selecting the checkbox **✓** next to the test(s).

![Figure 55: Moving a Test](image)

3. **Next, select** the location to move the test(s) from the drop-down list.
4. Finally, **click the Move to: button** to move the test(s) to the location selected in the drop-down list.

**TEST DETAILS**

1. To access the test details for any test in the tests list, simply **click on the blue hyperlinked test name**.

   ![Figure 56: Accessing Test Details](image)

2. The test details page for that test will display.

   ![Figure 57: Test details page](image)
TO EDIT A TEST

1. From the test details page, click on the [Edit this test] link to make changes to the current test.

2. Click and drag any questions to reorder them.

3. Place the cursor over a question and that individual question can be previewed or removed.

4. More questions can be added to the test by clicking on the [Add more questions to this test] link under the test summary area.

5. Save any changes to the test by selecting the [Save this test] button.

6. To cancel any modifications to the question, select the [Cancel] link.
TO COPY A TEST

1. **Click** on the [Copy this test] link in the Test Details page to copy the current test.

![Figure 59: Copying A Test](image)

2. **Enter** a new name for the copy of the test.

3. **Click** on the [Copy this test] button to copy the test.

   or

4. **Click** on the [Cancel] button or the [X] button to cancel the copying process.

TO DELETE A TEST

1. **Click** on the [Delete this test] link in the Test Details page to delete the current test.

2. **Click** the [Yes, delete this test] button in the confirmation window to permanently delete the test from the system.

![Figure 60: Delete A Test – Confirmation Window](image)
PRINTABLE VERSIONS OF TESTS

Printable versions of tests and printable answer keys for those tests can be accessed from the Test Details page of each individual test.

1. Click the Tests link in the Tasks menu on the right side of the Test Builder home page.

2. The Test Management page and tests list will then display. Click on the blue hyperlinked test name to open it.

3. The Test Details page will then display.

---

Figure 61: Tests List Page

Figure 62: Test Details Page
4. Under the *Printable test* section of the page, click on the *High quality PDF* link to launch a printable PDF version of the test in a new window.

or

Click on the *Printable HTML* link to launch a printable HTML version of the test in a new window.

**TEST ANSWER KEYS**

1. Click on the *Tests* link in the *Tasks* menu on the right side of the *Test Builder* home page.

2. The *Test Management* page and tests list will then display. Click on the blue hyperlinked test name to open it.

3. The *Test Details* page will then display.

![Figure 63: Test Details Page](image)

4. Under the *Test key* section of the page, click on the *PDF answer key* link to launch a printable PDF version of the answer key in a new window.

or

Click on the *HTML answer key* link to launch a printable HTML version of the answer key in a new window.
ASSIGNMENTS

CREATE A NEW ASSIGNMENT

1. Click on the Assignments link in the Tasks menu on the right side of the Test Builder home page.

![Figure 64: Assignments Link in Tasks Menu](image)

2. The Test assignments page will display.

![Figure 65: Test Assignments Page](image)
3. Click the Create a new assignment link. The Create a new administration page will display.

![Create a new administration Page](image)

Figure 66: Create a new administration Page

4. Click in the Administration Name text field and type a unique name for this administration, or you may keep the auto-generated name.

5. Click on the There is no test selected, Please choose one link.

6. Select the criteria for the desired test from the drop-down tests list.

7. Click on the desired test name.

8. Select Yes or No to allow students to review this assignment after completion.

9. Select Yes or No to require students to use the secure browser application during testing.

10. Select Yes or No to establish if this assignment is timed. If Yes, click in the minutes text box and type the number of minutes.

11. Click to place a check mark next to each class assigned to this administration. The Administration Blueprint updates automatically.

12. Click on the Create Administration button to complete.

13. The New assignment confirmation will display.

**CREATE A NEW ASSIGNMENT FROM THE TEST DETAILS PAGE**

1. Click on the Tests link in the Tasks menu on the right side of the Test Builder home page.

2. The Test Management page and tests list will display. Click on the blue hyperlinked test name to open it.
3. The Test Details page will then display.

<table>
<thead>
<tr>
<th>Assignments</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Active assignments</td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>Progress</td>
</tr>
<tr>
<td>There are currently no active assignments</td>
<td></td>
</tr>
<tr>
<td>Closed assignments</td>
<td></td>
</tr>
<tr>
<td>Class</td>
<td>Progress</td>
</tr>
<tr>
<td>There are currently no closed assignments</td>
<td></td>
</tr>
</tbody>
</table>

Figure 67: Creating a New Assignment from the Test Details page

4. Click on the [Create a new assignment](#) link. The [Create a new administration](#) page will display.

5. Click in the **Administration Name** text field and type a unique name for this administration, or you may keep the name that is auto-generated.

6. **Select Yes** or **No** to allow students to review this assignment after completion.

7. **Select Yes** or **No** to require students to use the secure browser application during testing.

8. **Select Yes** or **No** to establish if this assignment is timed. If **Yes**, click in the minutes text box and type the number of minutes.

9. **Click** to place a check mark next to each class assigned to this administration. The [Administration Blueprint](#) updates automatically.

10. **Click** on the **Create Administration** button to complete.

11. The **New assignment** confirmation will display.

Figure 68: New assignment confirmation
EDIT AN EXISTING ASSIGNMENT

1. **Click** on the **Assignments** link in the **Tasks** menu on the right side of the **Test Builder** home page.

2. The **Test assignments** page will display.

![Figure 69: Test Assignments Page](image)

3. There are two ways you can view assignments:
   
a. **By clicking** on the blue hyperlinked class name, you can view all active assignments for that class.

![Figure 70: Class Assignment](image)

b. **By clicking** on the blue hyperlinked assignment name, you can view information and reports for that assignment.

![Figure 71: Active assignments](image)

4. **Click** on the **Edit** link. Make any desired changes, including adding classes to that administration.

5. **Click the Update Administration button** to complete the action.
SCANNING

Your scanner should be configured, calibrated, and ready to scan before scanning begins. Please follow the directions provided with your scanner.

TO INSTALL THE LS SCANTRON CLIENT UTILITY:

1. Click on the Settings link in the Tasks menu on the right side of the Test Builder home page.

```
Tasks
- Home
- Tests
- Assignments
- Questions
- Passages
- Enks
- Rubrics
- Proficiencies
- Settings
```

Figure 72: Settings Link in Tasks Menu

2. The Settings page will display.

3. Click the provided link (available in PC version only) to install the LS Scantron Client.

```
LS Scantron Client install
```

Figure 73: Settings page

4. A pop-up window will offer the option to Save the file. Select Save, and save the setup file to the desktop.

5. Double-click the file setup.exe to start the installation.

6. If Microsoft .NET framework 3.5 SP1 is not installed, the setup utility will download the necessary components from Microsoft and install them. This will take about 20 to 25
minutes with a broadband connection. This step will be skipped if Microsoft .NET framework 3.5 SP1 is already installed.

7. The setup utility will download and install the Test Builder Client Setup, which includes several files. This will take about 3-7 minutes.

8. If Microsoft .NET framework 3.5 SP1 had to be installed, the computer will then require a Restart. After restarting, double-click the setup.exe file again. If Microsoft .NET framework 3.5 SP1 was already installed, no restart is needed and the utility will proceed to the next step automatically.

9. The utility will download and install the LearningStation Test Builder Scantron Client plug-in. This will take less than 2 minutes.

10. The application is now ready to use for preslugging answer forms and scanning as described in the following sections.

**PRESLUGGING ANSWER FORMS**

1. **Click** on the Assignments link in the Tasks menu on the right side of the Test Builder home page.

2. The Test assignments page will display.

3. By **clicking** on the blue hyperlinked assignment name, you can view information and reports for that assignment.

![Figure 74: Test Assignments Page](image)

![Figure 75: Active assignments](image)
4. Under **Integrated apps**, click on the **Scantron key** link.

![Figure 76: Scantron key link](image)

5. When prompted, select **Open** the file. The **LearningStation Test Builder Scantron Client** utility will automatically start. This utility has multiple sliding menus on the left. When the utility starts, the **Form Options** menu will automatically display.

![Figure 77: LS Scantron Client](image)

6. Click the **I want to print preslugged forms now** option.

7. Click the search ellipses for **Which DesignExpert file will be used for the form to be printed?**

![Figure 78: Preslugging option](image)
8. **Select** the desired Preslug Template file. **Click Open.**

![Open Preslug Template File dialog box](image)

**Figure 79: Open Preslug Template File dialog box**

9. **Click the Go to Printing** … button.

10. The **Current Batch Status** for that administration will display.

![Preslug Current Batch Status page](image)

**Figure 80: Preslug Current Batch Status page**

11. If desired, remove students from the batch by clicking on the checkbox in the **Print Preslugged Form** column next to the student’s name.
12. If desired, change the sort order by clicking on the column header. The sort order can be in either ascending or descending order using Assignment ID, Student ID, or Student Name. In the case of multiple classes being printed in one batch, this is NOT recommended.

13. Click the Start Printing button.

14. If this is the first time, print one page by selecting Range and make sure 1 is in both the Start and End fields. If not, click the All button.

15. Ensure the appropriate forms are loaded into the printer.

16. Click the Print button.

HOW TO SCAN

1. Click on the Assignments link in the Tasks menu on the right side of the Test Builder home page.

2. The Test assignments page will display.

3. By clicking on the blue hyperlinked assignment name, you can view information and reports for that assignment.
4. Under *Integrated apps*, click on the **Scantron key** link.

![Figure 83: Scantron key link](image)

5. When prompted, select **Open** the file. The *LearningStation Test Builder Scantron Client* utility will automatically start. This utility has multiple sliding menus on the left. When the utility starts, the **Form Options** menu will automatically display.

![Figure 84: LS Scantron Client](image)
6. If scanning for the first time, the scanner will need to be configured using the following steps. If not, please skip to Step 8.
   a. Click the Scanner menu option on the left.
   b. With the scanner connected to the computer and power turned on, click the Search for Scanners button.
   c. When scanner is found, click the drop-down arrow under Choose a scanner to use from the list below:
   d. Select the appropriate scanner.
   e. Click the Form Options menu on the left.
7. Ensure the I want to scan answer forms now option is selected.
8. Click the drop-down arrow for Which form are you about to scan?
9. Choose the desired form option from the list.
10. Click the Go to Scanning button.
11. Load your forms into the scanner and click on the Start Scanning button.

**HOW TO ADJUST PRINTER ALIGNMENTS**

1. Verify that your workstation is connected to a Laser printer.
2. On the Merge Printing screen, make sure Range is selected, with the number 1 in both the Start and End fields. For form alignment, this will limit the pre-slugging initially to the first student sheet and enables you to confirm that the pre-slung marks align with the bubbles.
3. Click Print. Hint: Pre-slug a plain piece of paper as a sample. Examine the placement of the pre-slug marks by putting an answer sheet on top of the pre-slug plain sheet of paper and holding the two papers up to the light.
4. The standard Windows Print interface appears, allowing you to set sheet alignment.

![Print interface screenshot]

5. Make sure the printer selected in the *Printer Name* field is correct.

6. Before you click OK, draw an arrow on the top sheet of plain paper in your printer’s paper tray in the direction in which it will be fed into the printer. Then, pay close attention to how it comes out of the printer. This will tell you how to place the answer sheets in the printer tray.

7. Click *Printer Alignment* to access the *Printer Alignment* screen and make vertical and horizontal adjustments. Start with adjustments values shown in the sample above:
   a. -16 upper left corner
   b. -21 lower right corner

8. Remove the plain paper that was pre-slugged from the printer, and place it on top of the answer sheet. Hold both up to the light and check the position of the student ID and the marks below the ID. If the marks cover at least ¾ of the bubble and the numbers are within the individual squares, you’re ready for the next step. However, if the marks are off, then you will need to adjust the vertical and horizontal numbers. Repeat Steps 5-7 until pre-slugged marks are lined up.

9. When the marks are lined-up satisfactorily, insert the answer sheets into the printer tray.

10. Print the range 1 to 1 one more time using an answer sheet.

11. If the alignment remains constant, on the *Merge Printing* form, change *Select Records* to *ALL*.

12. Click *Print* and continue printing the remainder of the answer sheets.
SCORE ENTRY

VIEWING STUDENT RESPONSES

There are two ways to access the grading screen that displays student responses: from the Test Management list, or from the Active Assignments list.

FROM THE TEST MANAGEMENT LIST - FOR TESTS CREATED BY THE USER

1. Click on the Tests link in the Tasks menu on the right side of the Test Builder home page.
2. From the Test Management Test List, click on the name of the desired test in the list.
3. The Test Details page for that test will display.
4. Under the Assignments section, the test administrations will be listed.

<table>
<thead>
<tr>
<th>Class</th>
<th>Progress</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8.0 Sugar</td>
<td></td>
<td>Grade tests (7 completed)</td>
</tr>
<tr>
<td>8.1 Sugar</td>
<td></td>
<td>Grade tests (6 completed)</td>
</tr>
</tbody>
</table>

Figure 85: Accessing student responses

5. Click on the Grade tests link to the right of the test name and progress indicator. Continue with #6 below.

FROM ACTIVE ASSIGNMENTS - FOR TESTS ASSIGNED BY THE DISTRICT OR CREATED BY THE USER

1. Click on the Assignments link in the Tasks menu on the right side of the Test Builder home page.
2. The Test assignments page will display. Under Active assignments for your students, click the name of the test in the Test column.
3. The Test Details page for that test will display.
4. Under the Assignments section, the test administrations will be listed.

<table>
<thead>
<tr>
<th>Class</th>
<th>Progress</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>8.0 Sugar</td>
<td></td>
<td>Grade tests (7 completed)</td>
</tr>
<tr>
<td>8.1 Sugar</td>
<td></td>
<td>Grade tests (6 completed)</td>
</tr>
</tbody>
</table>

Figure 86: Accessing student responses

5. Click on the Grade tests link to the right of the test name and progress indicator.
6. The grading screen for students in the selected assignment will display. Students are color-coded by the status of the test (grading complete, partially graded, test in progress).

7. Multiple-choice items display the answer selected by the student, with correct responses highlighted in green. Constructed-response items show the awarded points, or if the response has not been scored, as two dashes. Any unanswered multiple-choice items also display as dashes.

8. **Click** the blue hyperlink question number to preview the item and its metadata.

9. **Click** the button to close the item preview.
10. **Click** on the dashes to see the student’s response for constructed-response items that were answered online.

![Figure 89: Viewing student response for a constructed-response item](image)

11. **Click** on the icon beside the question number to preview the rubric for a constructed-response item.

![Figure 90: Viewing rubric for a constructed-response item](image)

12. **Click** the button to close the rubric.
ENTERING SCORES AND RESPONSES WITHIN THE GRADING SCREEN

The grading screen can be used to enter scores for constructed-response items administered either online or on paper, and to manually enter responses for multiple-choice items that were not answered online. It also provides the ability to change a response if necessary.

1. Access the grading screen from the Test Details page as described above.

2. To enter scores or responses, click the Edit checkbox to the left of the student name, or at the top of the page to select all students.

3. The row(s) for the selected student(s) will be highlighted, and drop-down boxes will appear beside the responses for each item.

4. Click the drop-down arrow for the item that you are scoring, and select the point value if it is a constructed-response item, or select the option chosen by the student if it is a multiple-choice item.

5. You can use either the mouse or tab key to move between items.

6. When all desired scores and responses have been entered for a student, click the Save link at the far right of the row.

7. The Score column will update, and the row will remain blue to indicate that grading is complete.

Note: If you select all students, you can tab through the entire screen. Your entries will automatically be saved if you leave a row and move to the next one this way.
TEST ADMINISTRATION

THE STUDENT EXPERIENCE

For detailed instructions on test administration, please consult the Limelight Directions for Administration booklet.

1. Students will log in to the Education Desktop.
2. The Test Builder welcome page will display, showing the test(s) assigned to that student.

![Figure 94: Test Builder Welcome Page — Student Perspective](image)

3. The student will click on the link to access the assigned test.
4. The first question will display in a separate browser window.

![Figure 95: Test Question](image)

5. The student will select an answer by clicking on the radio button next to the desired answer.
6. Then the student will click the button to advance to the next question.
7. Once the first question has been answered, a button will display to allow the student to move back through answered questions for review.
8. The student can **click** the **Pause** button to stop and resume the test at a later time.

9. The student can **click** the **Finish** button to complete and submit the test.

10. When all questions have been answered, a completion page will display.

    ![Completion Message](image)

    **Figure 96: Completion Message**

11. The student will **click** the **Continue to the review** button.

12. A review page will display.

    ![Test Review Page](image)

    **Figure 97: Test Review Page**

13. The student will **click** on the **Return to your tasks** link to return to the **Test Builder** welcome page.
QUESTIONS

CREATE A NEW QUESTION

CREATE A MULTIPLE-CHOICE QUESTION

1. From the Test Builder home page, click on the *Create a new question* link under Test Builder shortcuts.
2. The *Create a new question* page will display.

![Figure 98: Create a New Question Page – Multiple-choice question](image)

3. Click the *Question type* drop-down arrow and select *Multiple choice* as the question type.
4. Click the *Answer Options* drop-down arrow and select the appropriate option.
5. Click the specific radio button to indicate the correct answer.
6. Click in the *Question text* field and type the text for the question stem.
a. The **Question text** field and **Answer** field(s) contain icons for basic formatting, spell-check, inserting special characters, inserting formulas, undo and redo, inserting and formatting tables and inserting images.

<table>
<thead>
<tr>
<th>Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>![Icon]</td>
<td>Basic formatting icons</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Spell-check icon</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Insert special characters icon</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Insert formula icon</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Undo icon</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Redo icon</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Table format icons</td>
</tr>
<tr>
<td>![Icon]</td>
<td>Image insert icon</td>
</tr>
</tbody>
</table>

7. **Click** in the **Answer A** field and **type** the text for the first answer choice.

8. If a justification is desired, **click** the **Add justifications to these responses** link. A text field for **Justification for answer A** will display. **Click** in the text field and **type** the justification.

9. **Repeat** steps 8 and 9 for the number of answers selected.

10. For the **Question details**, **click** the **Question bank** drop-down ❯❯ arrow and **select** the desired item bank.

11. **Click** the **Subject** drop-down ❯❯ arrow and **select** the subject.

12. For **Grade range**, **click** the drop-down ❯❯ arrows for **Lower** and **Upper** grades, respectively, and **select** the lower and upper grades in the range.

---

**Comment [JAS3]: Should it be steps 7 and 8?**
13. If the question refers to a reading passage, click on the [Search for a passage] link and select the appropriate one. If you would like to preview the selected passage, click the [Preview] link. The passage will open in a separate browser window.

14. If a second passage is desired, click on the [Add a second passage] link. A [Second Reading passage] selection will appear. Click on the [Search for a passage] link and select the appropriate one. If you would like to preview the selected passage, click on the [Preview] link. The passage will open in a separate browser window.

15. Under [Tools for this question], click the checkbox [ ] for any tools needed.

16. Click in the [Import ID] number field and type the number. (Optional)

17. Under the [Question taxonomy] section, click the drop-down [ ] arrow for the [Marzano number] field and select one of the seven choices.

18. Click the drop-down [ ] arrow for [Bloom's number] and select one of the six choices.

19. Click in the [P-value] field and enter the appropriate information.

20. Click the [DOK value – Depth of knowledge] drop-down [ ] arrow and select one of the four choices.

21. Click the [Create question] button if the question will not be aligned and a confirmation message will display. The new question is displayed in the list of items for the selected bank.

22. If the question will be aligned, click on the [Create and align question] button.
23. The *Update question alignment* screen will display.

![Update Question Alignment Page](image)

24. Click the drop-down arrow for *Standard document* and make a selection.

25. Click the drop-down arrow for *Grade level* and select the grade.

26. Click the drop-down arrow for *Subject* and make a selection.

27. Click the checkbox next to the desired standard. This will update in the secondary window.

28. Click the *Update alignment* button.

29. A confirmation message will display.

![Confirmation Message — Alignments Saved Successfully](image)
1. From the Test Builder home page, click on the Create a new question link under Test Builder shortcuts.

2. The Create a new question page will display.

3. Click the Question type drop-down arrow and select True or False.

4. Click the radio button next to either True or False in the Correct answer section.

5. Click in the Question text field and type the text for the question stem.

   a. The Question text field contains icons for basic formatting, spell-check, inserting special characters, inserting formulas, undo and redo, inserting and formatting tables and inserting images.
6. For the **Question details**, click the **Question bank** drop-down arrow and select the desired item bank.

![Figure 103: True/False Question Details](image)

7. **Click the Subject** drop-down arrow and select the subject.

8. For **Grade range**, click the drop-down arrows for **Lower** and **Upper** grades, respectively, and select the lower and upper grades in the range.

9. If the question refers to a reading passage, **click on the Search for a passage link and select the appropriate one.** If you would like to preview the selected passage, **click the Preview link.** The passage will open in a separate browser window.

10. If a second passage is desired, **click on the Add a second passage link.** A **Second Reading passage** selection will appear. **Click on the Search for a passage link and select the appropriate one.** If you would like to preview the selected passage, **click on the Preview link.** The passage will open in a separate browser window.

11. Under **Tools for this question**, click the checkbox for any tools needed.

12. Under the **Question taxonomy** section, **click the drop-down arrow for the Marzano number field** and select one of the seven choices.

13. **Click the drop-down arrow for Bloom’s number** and select one of the six choices.
14. **Click** in the *P-value* field and **enter** the appropriate information.

15. **Click** the *DOK value – Depth of knowledge* drop-down arrow and **select** one of the four choices.

16. **Click** the *Create question* button if the question will not be aligned. A confirmation message will display and the new question is displayed in the list of items for the selected bank.

17. If the question will be aligned, **click** on the *Create and align question* button.

18. The *Update question alignment* page will display.

![Figure 104: Update Question Alignment Page](image)

19. **Click** the drop-down arrow for *Standard document* and make a selection.

20. **Click** the drop-down arrow for *Grade level* and **select** the grade.

21. **Click** the drop-down arrow for *Subject* and make a selection.

22. **Click** the checkbox next to the desired standard. This will update in the secondary window.

23. **Click** the *Update alignment* button.
24. A confirmation message will display in the Question management screen.

![Confirmation Message — Alignments Saved Successfully](image)

Figure 105: Confirmation Message — Alignments Saved Successfully

CREATE A CONSTRUCTED RESPONSE QUESTION

1. From the Test Builder home page, click on the Create a new question link under Test Builder shortcuts.
2. The Create a new question page will display.
3. Click the Question type drop-down arrow and select Constructed response.
4. Click in the Question text field and type the text for the question stem.
   a. The Question text field contains icons for basic formatting, spell-check, inserting special characters, inserting formulas, undo and redo, inserting and formatting tables and inserting images.

![Question Text](image)

5. Select the appropriate size for the response area.

![Question Text](image)

Figure 106: Constructed-Response Answer Height

6. Click in the Sample response field and type the text for the question stem.
   a. The Sample response field contains icons for basic formatting, spell-check, inserting special characters, inserting formulas, undo and redo, inserting and formatting tables and inserting images.
7. For the Question details, click the Question bank drop-down arrow and select the desired item bank.

![Figure 107: Constructed-Response Question Details](image)

8. Click the Subject drop-down arrow and select the subject.

9. For Grade range, click the drop-down arrows for Lower and Upper grades, respectively, and select the lower and upper grades in the range.

10. If the question refers to a reading passage, click on the Search for a passage link and select the appropriate one. If you would like to preview the selected passage, click on the Preview link. The passage will open in a separate browser window.

11. If a second passage is desired, click on the Add a second passage link. A Second Reading passage selection will appear. Click on the Search for a passage link and select the appropriate one. If you would like to preview the selected passage, click on the Preview link. The passage will open in a separate browser window.

12. Under Tools for this question, click the checkbox for any tools needed.

13. Under the Question taxonomy section, click the drop-down arrow for the Marzano number field and select one of the seven choices.

14. Click the drop-down arrow for Bloom’s number and select one of the six choices.
15. **Click** in the *P-value* field and **enter** the appropriate information.

16. **Click** the *DOK value – Depth of knowledge* drop-down arrow and **select** one of the four choices.

17. **Click** the *Create question* button if the question will not be aligned. A confirmation message will display and the new question is displayed in the list of items for the selected bank.

18. If the question will be aligned, **click** on the *Create and align question* button.

19. The *Update question alignment* page will display.

![Figure 108: Update Question Alignment Page](image)

20. **Click** the drop-down arrow for *Standard document* and make a selection.

21. **Click** the drop-down arrow for *Grade level* and **select** the grade.

22. **Click** the drop-down arrow for *Subject* and make a selection.

23. **Click** the checkbox next to the desired standard. This will update in the secondary window.

24. **Click** the *Update alignment* button.
25. A confirmation message will display in the **Question management** screen.

![Confirmation Message — Alignments Saved Successfully](image)

**SHOW QUESTIONS FROM BANK**

**PREVIEW ITEMS FROM A SINGLE BANK**

1. Click the **Questions** link in the **Tasks** menu on the right side of the **Test Builder** home page.

![Questions Link in Tasks Menu](image)

2. The **Question management** page will display.

![Question Management Page](image)

3. Click the **Show questions from** drop-down arrow to view the available banks.

4. Select the name of the desired bank.

5. Click the **for** drop-down arrow to view the available subjects.
6. **Select** the name of the desired subject.

7. **Click** the **in grade** drop-down arrow to view a list of grade choices.

8. **Select** the desired grade.

9. **Click** the **Go** button.

10. The **Question management** screen refreshes with a list of questions matching the elements selected.

### COPY A QUESTION FROM ONE BANK TO ANOTHER

1. **Click** on the **Questions** link in the **Tasks** menu on the right side of the **Test Builder** homepage.

2. The **Question management** page will display.

```
<table>
<thead>
<tr>
<th>Test Builder</th>
<th>School Administration</th>
<th>Teacher Tools</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Question management" /></td>
<td><img src="image" alt="Create a new question" /></td>
<td><img src="image" alt="Edit passage" /></td>
</tr>
</tbody>
</table>
```

![Figure 112: Question Management Page](image)

3. **Click** the **Show questions from** drop-down arrow to view the available banks.

4. **Select** the name of the desired bank.

5. **Click** the **for** drop-down arrow to view the available subjects.

6. **Select** the desired subject.

7. **Click** the **in grade** drop-down arrow to view a list of grade choices.

8. **Select** the desired grade.

9. **Click** the **Go** button.
10. The **Question management** screen refreshes with a list of questions matching the elements selected.

![Figure 113: Copy a question](image)

11. **Click** on the ![Copy](image) link for the desired question.

12. A copy of the item with a new item number displays along with a confirmation message.

   **Click** on the ![Copy](image) link.

![Figure 114: Confirmation Message — Copy a Question](image)

13. From the **Edit this question** page, **click** the drop-down arrow for the **Question bank** in the **Question details** and **select** a different bank into which you will copy this question.

![Figure 115: Question Bank Drop-down List](image)

14. **Make any other desired changes.**

15. **Click** the ![Update question](image) button to save the question to another bank.

16. The **Question management** page will display with the updated question.

![Figure 116: Confirmation Message — Update a Question](image)
EDIT A COPIED ITEM'S ALIGNMENTS

1. From the Question management page, place the cursor over the appropriate question and then click on the Edit Alignment link.

2. The Update question alignment page will display. The lower portion of the screen populates with the standards that align to the selected standard properties. The original standard selections will display.

![Update question alignment page](image)

Figure 117: Update Question Alignment Page

3. Click the pre-populated checkboxes for the originally aligned standards to deselect the alignment.

4. Click the drop-down arrow for Standard document and make a new selection.

5. Click the drop-down arrow for Select a grade level and select the new grade. The Subject will automatically fill in and the new standards will populate the Select the standard(s) for this item window.

6. Click the checkbox next to the desired standard. This will update in the secondary window.

7. Click the Update alignment button.

8. A confirmation message will display in the Question management screen.
Figure 118: Confirmation Message — Alignments Saved Successfully

MOVE ITEMS FROM ONE BANK TO ANOTHER

1. Click on the Questions link in the Tasks menu on the right side of the Test Builder home page.

2. The Question management page will display.

3. Click the Show the questions drop-down arrow and select Show the questions or Show questions with the id(s).

4. Click the in drop-down arrow and select an available bank.

5. Click the for drop-down arrow and select an available subject.

6. Click the in grade drop-down arrow to view a list of grade choices. Select the desired grade.

7. Click the button.
8. The **Question management** screen refreshes with a list of questions matching the elements selected.

![Question Management Page](image)

**Figure 120: Question Management Page**

9. **Click** on the **Edit** link for the desired question.

10. From the **Edit this question** page, **click** the **Question bank** drop-down arrow and **select** a different bank into which you will move this question.

![Question Bank Drop-down List](image)

**Figure 121: Question Bank Drop-down List**

11. **Make** any other desired changes.

12. **Click** the **Update question** button to move the question to another bank.

13. The **Question management** page will display with the updated question.

![Confirmation Message — Update a Question](image)

**Figure 122: Confirmation Message — Update a Question**
CREATE NEW PASSAGES

CREATE A PASSAGE

1. Click on the Passages link in the Tasks menu on the right side of the Test Builder home page.

2. The Passage management screen will display.

Figure 123: Passages Link in Tasks Menu

Figure 124: Passage Management Page
3. **Click** on the [Create a passage](#) link to access the passage creation editor.

![Create a Reading Passage Page](#)

**Figure 125: Create a Reading Passage Page**

4. **Click** in the *Title* field and **type** a unique and easily recognizable name for the passage.

5. **Click** in the *Lexile rating* field and **type** the Lexile rating for the passage. Lexile ratings are optional.

6. **Click** the *Bank* drop-down arrow and **select** the bank in which the passage will be stored.

7. The *Passage text* window performs as a simplified word processor, including the ability to format text and insert special characters, symbols and mathematical equations.

![Passage Editor Toolbar](#)

**Figure 126: Passage Editor Toolbar**
8. Click in the Passage text window and type the passage, or copy and paste the text from any text-based source document.

9. To bold text in the passage editor, highlight the text by clicking and dragging the cursor across the characters, word or words desired. Click the button in the toolbar.

![Figure 127: Applying Boldface to Text](image)

10. To italicize text in the passage editor, highlight the text by clicking and dragging the mouse cursor across the characters, word or words desired. Click the button in the toolbar.

11. Follow the same process for underlining and strikethrough.

12. To change text color, highlight the desired text, then click the Select text color drop-down arrow to display a color palette. Click on the desired color box.

![Figure 128: Select Text Color Palette](image)
13. If additional colors are required, click on More colors in the color palette and the Color Picker tab will display.

![Color Picker Tab](image)

Figure 129: Color Picker Tab

14. To check spelling, click the Spell-check button.

15. To insert a special character, click the Insert custom character button. The Select custom character pop-up will display. Click on the desired character to insert it into the passage editor.

![Select Custom Character Pop-up](image)

Figure 130: Select Custom Character Pop-up

16. For formulas and mathematical equations, click to place an insertion point in the passage editor where the formula needs to appear. Click the Formula Editor button.

![Using the Formula Editor](image)

Figure 131: Using the Formula Editor
17. The **Formula Editor** pop-up will display. The **Formula Editor** pop-up is controlled by multiple tabs located across the top of the window, containing sets of operators, symbols, matrices and general mathematical symbols. **Click** on the desired icon, such as Superscript $\text{\textsuperscript{2}}$ to input scientific notation. The boxes that display in the editing window represent values that will be typed in.

![Figure 132: Formula Editor — Selecting an Icon](image)

18. **Click** in each box in the editing window and **type** the desired value. **Click** the **Accept** button to insert the formula into the passage editor.

![Figure 133: Formula Editor — Editing an Icon](image)
19. The formula displays at the insertion point. Repeat as necessary.

![Formula Image]

Figure 134: Passage Editor with Special Characters

20. Click the **Subject** drop-down arrow and select the subject.

21. Click the **Grade range** drop-down arrows and select the **Lower** and **Upper** grades.

22. Click the **Passage Type** drop-down arrows and select the appropriate **Classifications** and **Type**.

23. Click the **Grade passage** button.

24. The **Passage management** page will display with a confirmation message.

![Confirmation Message]

Figure 135: Confirmation Page — Create a New Passage

25. Click on the **Create a question** link to create a question with this passage.

26. To create the question, follow the same process outlined in the **Create a New Question** section. Note, however, the **Reading Passage** list has already been populated with the passage just created.

27. Once the question is successfully created and associated with the reading passage, from the **Question management** page, click on the **Edit** link under the question just created.
28. The *Question preview* pop-up will display.

![Figure 136: Question Preview Pop-up](image)

29. **Click** on the `View the reading passage for this question` link. The *reading passage* will open in a separate browser window. **Verify** the formatting, special character and equations, if necessary. **Close** the additional browser window.

30. **Click** the ![button](image) button to **close** the *Question preview* pop-up window.

### ADDING AN ART IMAGE TO A PASSAGE

When creating or editing a passage, an art image can be added to the passage text window. To add an art image to a passage:

1. **Click** the ![insert/edit image](image) button to upload an art image and add it to the passage text window.

![Figure 137: Adding an Image to a Passage](image)
2. The *Add an image* dialog box will display. Click on the *Browse...* button to locate the image file desired. Click the *Upload* button and a preview of the image will appear in the dialog box. Supported file formats are .gif, .jpg, and .png.

![Image 138: Add an image dialog box](image)

3. Graphics that have been formatted for the computer screen tend to be of poor or insufficient quality when printed. The option to *Add a print resolution version* of the graphic is available next to the *Upload* button. Supported file formats are .gif, .jpg, and .png. Graphic should have a resolution of 300 dpi and will only be inserted into the PDF version of the passage when printed.
   a. Click on the *Browse...* button to locate the print quality image file desired.
   b. Click the *Upload* button and a preview image will appear in the dialog box.

4. The *Image preview* dialog box will display. The *Height* and *Width* of the graphic will display as measured in pixels.

![Image 139: Image preview dialog box](image)
5. Click in the *Alternate text* box to enter the appropriate text. This text will appear in the web version of the passage when the cursor hovers over the image.

6. Click the *Insert image and continue editing* button to place the image in the passage. Click on the *Cancel* link to discard this process.

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**SHOW PASSAGES FROM A BANK**

**PREVIEW A PASSAGE**

1. Click on the *Passages* link in the *Tasks* menu on the right side of the *Test Builder* home page.

2. The *Passage management* screen will display a list of existing passages.

3. From the *Passage management* screen, click the *Show passages from* drop-down arrow and select a specific bank or *all banks*.

4. Click the *Subjects* drop-down arrow and select a specific subject or *all subjects*.

5. Click the *Grade* drop-down arrow and select a specific grade or *all grades*.

6. Click on the drop-down arrows for *Classifications* and *Types* and select specific classifications and types or choose all.

7. Click the *Go* button.

8. The screen refreshes with a list of passages matching the elements selected.

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9. **Click** on the **Preview** link on one of the passages to access the preview screen.

![Figure 141: Preview a Passage Pop-up](image)

10. **Click** the **Next** or **Previous** arrows to browse through the passages in preview mode.

11. **Click** the **Close** button to close the passage preview pop-up and return to the **Passage management** screen.
EDIT A PASSAGE

1. Click on the Passages link in the Tasks menu on the right side of the Test Builder home page.
2. The Passage management screen will display a list of existing passages.
3. From the Passage management screen, click the Show passages from drop-down arrow and select a specific bank or all banks.
4. Click the Subjects drop-down arrow and select a specific subject or all subjects.
5. Click the Grade drop-down arrow and select a specific grade or all grades.
6. Click on the drop-down arrows for Classifications and Types and select specific classifications and types or choose all.
7. Click the button.
8. The screen refreshes with a list of passages matching the elements selected.

Figure 142: Passage Management Page
9. Click on the [Edit] link on one of the passages to edit the passage. The *Update Passage* page will display.

![Update Passage Page](image)

**Figure 143: Update Passage Page**

10. Make any changes or corrections.

11. Click the [Update passage] button to return to the *Passage management* screen. A confirmation message will display.
CREATE A NEW BANK

1. **Click** on the *Banks* link in the *Tasks* menu on the right side of the *Test Builder* home page.

![Figure 144: Banks Link in Tasks Menu](image)

2. When the *Bank management* screen displays, **click** on the **Create a new item bank** link to access the *Create a new item bank* page.

![Figure 145: Create a New Bank Link](image)
4. Click in the Title field and type a unique item bank name that will be recognized by your administrators and users.

5. Click in the A brief description field and type a brief description of the bank.

6. Click the These items are for drop-down arrow and select one of the following options:
   a. Only me — this bank and the questions in it will only be visible to the user who creates it.
   b. My school — this bank will be visible to all of the users in the school in which it was created.
   c. All of my district — This option is only available to the District Administrator. This bank will be visible to all of the users in the district in which it was created.

7. Click the Create bank button. The Bank management screen will display the new item bank and a confirmation message.

![Create a new bank](image)

Figure 146: Create a New Bank Page

![Create bank](image)

Figure 147: Confirmation Message — Create a New Bank

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**VIEW/EDIT AN ITEM BANK**

1. Click on the Banks link in the Tasks menu on the right side of the Test Builder home page.

2. The Bank management screen will display a list of available banks.

![Bank management](image)

Figure 148: Bank Management Page
4. **Click** on the update link to access the *Update bank* page.

![Update G3 Math Bank](image)

Figure 149: *Update Bank Page*

5. Make any desired changes.

6. **Click** the *Update bank* button. The *Bank management* screen will display the new item bank and a confirmation message.

![Confirmation Page — Update a Bank](image)

Figure 150: *Confirmation Page — Update a Bank*

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**DELETE AN ITEM BANK**

1. **Click** on the *Banks* link in the *Tasks* menu on the right side of the *Test Builder* home page.

2. The *Bank management* screen will display a list of available banks.

![Bank Management Page](image)

Figure 151: *Bank Management Page*
4. Click on the **Edit** link to access the *Update bank* page.

5. Delete the bank by clicking on the **Delete bank** link.

6. A confirmation screen will display. *Note that once a bank is deleted, it cannot be recovered.* Please ensure that this is the correct action you want to take.

7. Click the **Yes, delete this bank** button to delete the bank, or the **Cancel** link to cancel the process.
IMPORTING QUESTIONS INTO AN EXISTING BANK

1. Click on the **Banks** link in the **Tasks** menu on the right side of the **Test Builder** home page.

2. The **Bank management** screen will display a list of available banks.

   ![Bank Management Page](image)

   **Figure 154: Bank Management Page**

3. Click on the **Import** link to import questions into the bank.

   ![Importing Questions into a Bank](image)

   **Figure 155: Importing Questions into a Bank**

4. Click in the **A brief description** text box and enter the appropriate text.
5. **Click** in the *Your email address* text box and **enter** the e-mail address where notification of completion should be sent.

6. **Click** the *Upload format* drop-down arrow and **select** the appropriate data source from the list.

7. **Click** the *Package file* button to locate the .zip file that contains your document. **Select** the .zip file, and then **click** the *Open* button.

8. **Click** the *Upload items* button to upload the questions into the bank, or the *Cancel* link to cancel the upload.
1. **Click** on the *Rubrics* link in the *Tasks* menu on the right side of the *Test Builder* home page.

![Figure 156: Rubrics Link in the Tasks Menu](image)

2. **Click** on the ![Create a rubric](image) link in the *Rubric management* page and the *Create a new rubric* page will display.

![Figure 157: Create a New Rubric Page](image)
3. Click in the **Title** field and **enter** a unique name for the new rubric.

4. Click in the **Description** field and **enter** a description.

5. Click the **Bank** drop-down arrow and **select** the bank where the new rubric will be saved.

6. Click the **Subject** drop-down arrow and **select** the specific subject.

7. Click the **Grade range** drop-down arrows and **select** the appropriate grade ranges.

8. Click in the **Point value** text box and the **Description** text box under the **Rubric tiers** section to enter the information.

9. Click the **Remove** link to remove unwanted rubric tiers.

10. Click on the **Add a tier** link to add multiple tiers to the new rubric.

11. Click on the **Create** button to create the new rubric or the **Cancel** link to cancel the operation.

**VIEW AN EXISTING RUBRIC**

1. Click on the **Rubrics** link in the **Tasks** menu on the right side of the **Test Builder** home page.

2. The **Rubric management** page will display.

3. Click the **Show rubrics from** drop-down arrow to view the available banks.

4. **Select** the name of the desired bank.

5. Click the **for** drop-down arrow to view the available subjects.

6. **Select** the name of the desired subject.

7. Click the **in grade** drop-down arrow to view a list of grade choices.

8. **Select** the desired grade.

9. Click the **Go** button.
10. **Click** the **Preview** button for the rubric of interest and a preview window will display.

![Figure 159: Rubric Preview Window](image)

**EDIT AN EXISTING RUBRIC**

1. **Click** on the **Rubrics** link in the **Tasks** menu on the right side of the **Test Builder** home page.
2. The **Rubric management** page will display.

![Figure 160: Rubric Management Page](image)

3. **Click** the **Show rubrics from** drop-down arrow to view the available banks.
4. **Select** the name of the desired bank.
5. **Click** the **for** drop-down arrow to view the available subjects.
6. **Select** the name of the desired subject.
7. **Click** the **in grade** drop-down arrow to view a list of grade choices.
8. **Select** the desired grade.
9. **Click** the **button.
10. **Click** the **button for the rubric of interest and the properties will display.
12. **Click** on the **link to remove unwanted rubric tiers.
11. **Click** on the **link to add a tier to the rubric.
12. **Modify** the data for the rubric and **click** the **button to save the changes or **click** the **link to cancel this operation.
DELETE AN EXISTING RUBRIC

1. Click on the Rubrics link in the Tasks menu on the right side of the Test Builder home page.

2. The Rubric management page will display.

3. Click the Show rubrics from drop-down arrow to view the available banks.

4. Select the name of the desired bank.

5. Click the for drop-down arrow to view the available subjects.

6. Select the name of the desired subject.

7. Click the in grade drop-down arrow to view a list of grade choices.

8. Select the desired grade.

9. Click the button.

10. Click the link for the rubric of interest and a confirmation message will display.

11. Click the button to permanently remove the rubric from the system or click the Cancel link to cancel this operation.
PROFICIENCIES

CREATE A NEW PROFICIENCY PROFILE

1. **Click** on the **Proficiencies** link in the **Tasks** menu on the right side of the **Test Builder** home page.

![Tasks Menu with Proficiencies Link](image)

**Figure 163: Proficiencies Link in the Tasks Menu**

2. The **Proficiency profile management** page will display.

![Proficiency Profile Management Table](image)

**Figure 164: Proficiency profile management Page**

3. **Click** the **Create a new proficiency profile** link. The **Create a new proficiency profile** page will display.
4. Click in the **Title** field and enter a unique name for the new profile.

5. Click in the **A brief description** field and enter a description for the profile.

6. Click the **Bank** drop-down arrow and select the bank where the new profile will be saved.

7. Under **Profile tiers**, click in the **Minimum** text box and the **Description** text box and enter the required information. When the minimum value for that tier is chosen, the maximum value for the next tier is automatically updated.

8. Click the **Color** drop-down arrow and select a desired color for that tier.

9. Click on the **Remove** link to remove unwanted tiers.

10. Click on the **Add a tier** link to add multiple tiers to the new profile.

11. Click on the **Create profile** button to create the new profile or the **Cancel** link to cancel the operation.
### PREVIEW A PROFICIENCY PROFILE

1. **Click** on the *Proficiencies* link in the *Tasks* menu on the right side of the *Test Builder* home page.

2. The *Proficiency profile management* page will display.

   ![Proficiency profile management](image)

   Figure 166: Proficiency profile management Page

3. **Click** on the *Preview* link. The preview window for that proficiency profile will display.

   ![Proficiency profile preview](image)

   Figure 167: Proficiency profile preview pop-up

4. **Click** the *Close* button to close the profile preview pop-up and return to the *Proficiency profile management* screen.
EDIT A PROFICIENCY PROFILE

1. Click on the Proficiencies link in the Tasks menu on the right side of the Test Builder home page.

2. The Proficiency profile management page will display.

<table>
<thead>
<tr>
<th>Proficiency profile management</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a new proficiency profile</td>
<td></td>
</tr>
</tbody>
</table>

Figure 168: Proficiency profile management Page

3. Click on the Edit link. The update page for that proficiency profile will display.

4. Update the desired information.

5. Click on the Update profile button to update the profile or the Cancel link to cancel the operation.

DELETE A PROFICIENCY PROFILE

1. Click on the Proficiencies link in the Tasks menu on the right side of the Test Builder home page.

2. The Proficiency profile management page will display.

<table>
<thead>
<tr>
<th>Proficiency profile management</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Create a new proficiency profile</td>
<td></td>
</tr>
</tbody>
</table>

Figure 169: Proficiency profile management Page

3. Click on the Delete link for the desired profile and a confirmation message will display.
4. Click the **Yes, delete this profile** button to permanently remove the profile from the system or click the **Cancel** link to cancel this operation.
SETTINGS

1. **Click** on the *Settings* link in the *Tasks* menu on the right side of the *Test Builder* home page.

   ![Tasks Menu with Settings circled](image1.png)

   **Figure 171: Settings Link in Tasks Menu**

2. The *Settings* page will then display.

3. **Click** the provided link to install the *LS Scantron Client* for the PC.

4. **Click** the provided links to install either the PC or Mac version of the *Secure Browser*.

   *LS Scantron Client Install*
   - [Click here](#) to download the PC version of this application.

   ![Secure Browser Installs](image2.png)

   **Figure 172: Settings page**
1. Click on the *Test Reports* link in the *Reports* menu on the right side of the *Test Builder* home page, then click on the blue hyperlinked assignment name on the far left column.

or

Click on the *Assignments* link in the *Tasks* menu on the right side of the *Test Builder* home page, then click on the blue hyperlinked assignment name on the far left column.

or

Click on the *Tests* link in the *Tasks* menu, then click on the blue hyperlinked assignment name under the test name.

Figure 173: Accessing reports from assignment in the test management list

or

Click on the *Tests* link in the *Tasks* menu, and then click on the performance indicator icon to the right of the desired assignment.

Figure 174: Performance indicator icon –click to access reports
2. The **Report Dashboard** will then display.

![Report Dashboard](image)

3. An **Item Assessment**, **Student Proficiency**, and a **Standards assessment** report are generated for the test.

4. Each report can be viewed in **graph**, **table**, or **group hierarchy** form.

5. At the district level, reports can be filtered by IEP, Ethnicity, and/or Gender if the information is provided in the SIS file loaded into Limelight. **Select** the category of demographic information, then **select** the desired **value** from the list, using the drop-down arrow. You may apply more than one filter at once.

![Report Filtering](image)

6. **Click** the **Filter** button to apply the selected filter(s).
7. **Click** on the report name in the mini-view to the right of the dashboard to access the detailed view of each report.

![Image of report dashboard mini-view]

Figure 177: Report dashboard mini-view
ITEM ASSESSMENT REPORT

The Item Assessment report displays the percentage of students that answered an item correctly.

1. With the Item Assessment report displayed in graph form in the Report Dashboard, place the cursor over a bar to see detailed response information about the test item.

![Figure 178: Item Assessment Report detail](image-url)
2. **Click** on the bar to preview the question and the answer distribution.

![Figure 179: Question preview and answer distribution](image)

3. **Click** on the button to close the preview.

4. **Click** on the **table** icon to view the **Item assessment** information in table form.

![Figure 180: Item Assessment Report - table view](image)
5. **Click** on any column header within the table to sort the data in ascending order. **Click** a second time to sort in descending order.

6. **Click** on the Excel icon to export data from the table view and generate a comma separated values (.csv) file that can be opened in Microsoft Excel or another spreadsheet program.

7. **Click** on the Printable PDF version icon to access and print a PDF-formatted version of the table view.
8. Click the **group hierarchy** icon to view aggregated data at the school level or to drill down to view data by teacher or by student. The availability of data is determined by the user role.

![Figure 181: Item Assessment Report – group hierarchy view by school, teacher, and student](image-url)
STUDENT PROFICIENCY REPORT

The Student Proficiency report displays the percentage of students within each proficiency tier for the proficiency profile associated with the test.

1. With the Student Proficiency report displayed in graph form on the Report Dashboard, place your cursor over a segment to see detailed result information about that proficiency tier.

![Student proficiency graph](image)

Figure 182: Student proficiency detail

2. Click on a segment of the pie chart to see a list of students in that particular proficiency tier. The students' percent-correct score is displayed.

![Students in Satisfactory proficiency tier](image)

Figure 183: Students in Satisfactory proficiency tier
3. Click the button to close the view.

4. Click the icon to view the information in table form.

5. At the district level, all students are displayed with their percent-correct score, points earned out of points available, Standard Score (calculated based on students within the same assignment across the district), and color-coded proficiency tier.

6. At the school or teacher level, the table view displays all students with their percent-correct score, points earned out of points available, Standard Score (calculated based on students within the same assignment across the district), Class Standard Score (calculated based on students within the same class) and color-coded proficiency tier.

7. Click on any column header within the table to sort the data in ascending order. Click a second time to sort in descending order.
8. **Click** on the Excel icon to export data from the table view and generate a comma separated values (.csv) file that can be opened in Microsoft Excel or another spreadsheet program.

9. **Click on the Printable PDF version icon** to access and print the PDF-formatted version of the table view.
10. **Click on the group hierarchy icon** to view aggregated data at the school level, or to drill down to view data by teacher or by student. The availability of data is determined by the user role.

**Figure 186: Student Proficiency Report – group hierarchy view by school, teacher, and student**
STANDARDS ASSESSMENT REPORT

The Standards Assessment report displays how students performed on each standard.

1. With the Standards Assessment report displayed in **graph** form in the *Report Dashboard*, place your cursor over a bar to see detailed information about performance on that standard.

![Standards assessment graph](image)

*Figure 187: Standards Assessment detail*
2. **Click** on a bar section to see a list of students in a specific performance tier with their percentage of mastery for a particular standard.

![Figure 188: Advanced performance tier for one standard](image_url)

3. **Click** the button to close the view.
4. Click the **table** icon to view the information in table form. All standards are displayed with distribution of students by performance level.

![Table View](image.png)

**Figure 189: Standards Assessment – table view**

5. **Click** on any column header within the table to sort the data in ascending order. **Click** a second time to sort in descending order.

6. **Click** on the **blue hyperlinked** standard code to access instructional resources aligned to that standard, if your subscription includes this option.

![Standard Code](image.png)

**Figure 190: Click on standard code to access instructional resources**
7. If the subscription includes an instructional resources option, these resources can also be accessed for each standard from the **Content aligned applications** area at the bottom of the **Reports Dashboard**. **Click** on the blue **hyperlinked** standard code to access associated instructional resources.

<table>
<thead>
<tr>
<th>Indicator #</th>
<th>Indicator Description</th>
<th>Resources</th>
</tr>
</thead>
<tbody>
<tr>
<td>MA.A.1.2</td>
<td>Multiply multi-digit whole numbers through four digits fluently, demonstrating understanding of the standard algorithm, and checking for reasonableness of results, including solving real-world problems.</td>
<td><img src="image" alt="Resource Link" /></td>
</tr>
<tr>
<td>MA.A.2.1</td>
<td>Use decimals through the thousandths place to name numbers between whole numbers.</td>
<td><img src="image" alt="Resource Link" /></td>
</tr>
<tr>
<td>MA.G.3.1</td>
<td>Describe and determine area as the number of same-sized units that cover a region in the plane, recognizing that a unit square is the standard unit for measuring area.</td>
<td><img src="image" alt="Resource Link" /></td>
</tr>
<tr>
<td>MA.G.3.2</td>
<td>Justify the formula for the area of a rectangle: “area = base x height”</td>
<td><img src="image" alt="Resource Link" /></td>
</tr>
<tr>
<td>MA.G.5.1</td>
<td>Classify angles of two-dimensional shapes using benchmark angles (45°, 90°, 180°, and 360°).</td>
<td><img src="image" alt="Resource Link" /></td>
</tr>
<tr>
<td>MA.G.5.3</td>
<td>Identify and build a three-dimensional object from a two-dimensional representation of that object and vice versa.</td>
<td><img src="image" alt="Resource Link" /></td>
</tr>
</tbody>
</table>

**Figure 191:** Links to aligned content

8. **Click** the Excel icon to export data from the table view and generate a comma separated values (.csv) file that can be opened in Microsoft Excel or another spreadsheet program.

9. **Click on the Printable PDF version icon** to access and print the PDF-formatted version of the table view.
10. Click the **group hierarchy** icon to view aggregated data at the school level or to drill down to view data by teacher or by student. The availability of data is determined by the user role.

![Standards assessment](image)

Figure 192: Standards Assessment Report – group hierarchy view by school, teacher, and student

**SCHOOL ADMINISTRATION**
Once logged in to Limelight, the Test Builder home page is displayed. When logged in as an administrator, there will be four (4) navigation tabs across the top of the page: Test Builder, School Administration, Teacher Tools, and Inform.

Click on the School Administration tab to access the administrative functions of Limelight.

![Figure 193: School Administration Tab](image)

The view will default to the Accounts page, which is the first link under the Tasks menu on the right side of the page. The functions available under the Tasks menu are as follows:

1. Accounts
2. Create an account
3. Reports and lists
4. School logo
5. School settings
6. Application settings
7. Bulk account tools
ACCOUNTS

FIND/EDIT AN ACCOUNT

TO FIND A CURRENT ACCOUNT:

1. Log in to the Education Desktop with administrative-level rights.
2. Click the School Administration tab.

![School Administration Tab](image)

3. The Find an account page will display.
4. Click in the Search term text field and type all or part of a user’s first name, last name or username.
5. Click the Search button.
6. The Search results page will display.

![Search Results Page](image)
7. Click on the blue hyperlinked name in the Search results window to access the desired account User Settings.

8. The user’s account page will display. This page allows editing of the user’s account settings as well as login information, under Last login information, and application usage, under Recent applications.

![Figure 196: Sample User Account Page](image)

**CHANGE PASSWORD**

1. From the user’s account page, click on the **Change Password** link.

2. The Change password page will display.

![Figure 197: Change Password Page](image)

3. Click in the New password text field and **type** the new password.

4. Click in the Confirm password text field and **re-type** the new password for confirmation.

5. Click the **Submit** button to save the changes. **Click on the Cancel link** to discard the changes.
EDIT ACCOUNT

1. From the user’s account page, click on the Edit link.

2. The user profile page will display.

![User Profile Page](image)

3. The username cannot be changed.

4. Click in the First name text field and type the first name.

5. Click in the Last name text field and type the last name.

6. Click the Account Type drop-down arrow and select the desired account type from the list.

7. If the user is a student, click the Graduation drop-down arrow and select the year of graduation for that student; otherwise, skip this step.

8. Click the Submit button to save the changes, or click on the Cancel link to discard the changes.

PRINT A LOGIN CARD

1. From the user’s account page, click on the Print a login card link.

2. Save the .pdf document containing the login card to your hard drive.

3. Open the .pdf document and print.
DELETE A USER ACCOUNT

1. From the user’s account page, click on the Delete this student link.

2. A confirmation page will appear asking Are You Sure? Once deleted, an account cannot be recovered.

   ![Figure 199: Delete User Account Confirmation Page](image)

   - Are You Sure?
     You are about to delete an account.
     Once deleted, an account cannot be recovered.
     Zone (District) Student Desks will be permanently removed from the system.
     
     Delete this user or Cancel

3. Click the Delete this user button to delete the user account, or click on the Cancel link to exit this screen without deleting the user.

CREATE AN ACCOUNT

TO CREATE AN ACCOUNT:

1. Log in to the Education Desktop with administrative-level rights.

2. Click the School Administration tab.

![Figure 200: School Administration Tab](image)
3. Click on the Create an account link in the Tasks menu.

![Create an Account Link in Tasks Menu](image)

The Create an account page will display.

![Create an Account Page](image)

4. Click in the First name text field and type the first name.

5. Click in the Last name text field and type the last name.

6. Click in the Username text field and type the desired username.

7. Click in the Password text field and type the desired password. Note that a suggested password appears to the right as a blue hyperlinked word. Clicking the suggested password will automatically paste it into the Password text field.

8. Click the Account Type drop-down arrow and select the desired account type from the list.

9. If the user is a student, click the Graduation drop-down arrow and select the year of graduation for that student; otherwise, skip this step.
10. **Click** the **Create account** button to save the changes.
REPORTS & LISTS

USER LISTS

These reports list accounts from your entire subscription. CSV files are a multi-platform version of the data, and can be imported into almost any spreadsheet or database application. Excel files can be read with Microsoft Excel, or the free MS Excel file viewer that is available from Microsoft.

The User Lists section offers three functions:

1. List all accounts in this district/subscription
   i. This will show all students, teachers, and subscription administrators.

2. List all teachers in this district/subscription
   i. This will show only the teachers listed in alphabetical order by username.

3. Training Help: Who hasn’t logged in yet?
   i. These users haven’t logged in yet, and might need some help.

To access any of these user lists:

1. Log in to Limelight with administrative-level rights.

2. Click the School Administration tab.

Figure 203: School Administration Tab
3. **Click** on the *Reports and lists* link in the *Tasks* menu.

![Figure 204: Reports and Lists Link in the Tasks Menu](image)

4. The *User Lists* page will display.

![Figure 205: User Lists Page](image)

5. **Click** on the link, the link or the link to generate printable reports in any of those formats. Each report will open in a separate browser window or in the chosen application associated with that file format.

**USER LOGIN CARDS**

These files contain the usernames and passwords of the user accounts in your school. These files are available in .pdf.

**TO ACCESS ANY OF THESE USER LISTS:**

1. **Log in** to the Education Desktop with administrative-level rights.
2. **Click** the *School Administration* tab.

![School Administration Tab](image)

Figure 206: School Administration Tab

3. **Click** on the *Reports and lists* link in the *Tasks* menu.

![Reports and Lists Link in the Tasks Menu](image)

Figure 207: Reports and Lists Link in the Tasks Menu

4. The *User Login Cards* page will display.

![User Login Cards Page](image)

Figure 208: User Login Cards Page

5. **Click** any of the file format icons to generate printable lists or cards in any of those formats.
SCHOOL REPORTS

Two types of school reports are available under this section of the Reports and lists page. The Application Summary shows you how much each application has been used by all of the students and teachers in your school. The User Activity Summary shows you which applications each person in your subscription used. These reports require you to select a time period. Please select start and end dates, and then click the report format that you would like to download.

TO GENERATE EITHER OF THESE REPORTS:

1. **Log in** to the Education Desktop with administrative-level rights.

2. **Click** the School Administration tab.

3. **Click** on the Reports and lists link in the Tasks menu.

Figure 209: School Administration Tab

Figure 210: Reports and Lists Link in the Tasks Menu
4. The **School Reports** page will display.

![School Reports Page](image)

5. **Under 1. Select a date range**, click in the field for **Start** and either **type** the start date in MM/DD/YYYY format, or **select** the day from the dynamic calendar. Repeat this process for the **End** date.

6. **Click** the **HTML** link, the **CSV** link or the **Excel** link to generate printable reports in any of those formats. Each report will open in a separate browser window, or in the chosen application associated with that file format.

---

### SCHOOL LOGO

Your logo will be displayed on the top left corner of the Education Desktop. You may upload an image of any size; if the logo is very large, it will automatically be resized to a maximum of 300 x 300 pixels. The logo must be in .gif, .png, or .jpg format.

To upload a school logo graphic to be displayed on your Education Desktop:

1. **Log in** to the Education Desktop with administrative-level rights.

2. **Click** the **School Administration** tab.

![School Administration Tab](image)
3. Click on the School logo link in the Tasks menu.

![Figure 213: School Logo Link in the Tasks Menu](image)

4. The School logo page will display.

![Figure 214: School Logo Page](image)

5. Click the Browse button and locate the logo graphic file on your computer.

6. Select the file and click the Open button.

7. Click the Upload button.

8. A confirmation page will display.

![Figure 215: School Logo Upload Confirmation Page](image)
9. From this page, you have the option to Change Password, Delete this Logo, or upload another logo.

**SCHOOL SETTINGS**

Some parts of the Education Desktop can be customized for your school.

**TO CHANGE YOUR SCHOOL SETTINGS:**

1. **Log in** to the Education Desktop with administrative-level rights.

2. **Click** the School Administration tab.

3. **Click** on the School settings link in the Tasks menu.

4. The School settings page will display.
5. **Click** the checkbox [ ] to **select** the option to *Allow your students to change their passwords*.

6. **Click** the [ ] button to save these changes.

---

**BULK ACCOUNT TOOL**

The *Bulk Account tool* allows you to create new accounts and delete existing accounts in bulk using .csv or .txt files.

---

**CREATE NEW ACCOUNTS**

Creating a large batch of users is easy. You should first prepare a file with a spreadsheet program that matches one of the two file formats shown. Then save this file as a .csv file type, and then upload it here. To create accounts from a file:

1. **Log in** to the Education Desktop with administrative-level rights.

2. **Click** the *School Administration* tab.

---

*Figure 219: School Administration Tab*
3. **Click** on the *Bulk account tools* link in the *Tasks* menu.

![Bulk Account Tools Link in the Tasks Menu](image)

4. The *Bulk account tools* page will display.

![Bulk Account Tools Page](image)

5. The supported file formats are as follows:

   a. Defined username
      i. username
      ii. firstname
      iii. lastname
      iv. gradyear
      v. password (optional)
      vi. homeroom (optional)

   b. Automatic username
i. firstname  
ii. lastname  
iii. gradyear  
iv. password (optional)  
v. homeroom (optional)

6. **Click the** [Browse] button under **User file** to **locate** the .csv file on your computer.

7. **Select** the file and **click the** [Open] button.

8. **Click the** [Create accounts] button.

9. The *New accounts created* confirmation page will display.

![New accounts created](image)

10. From this page, you can print the results in either an .xls (Excel) or .csv (spreadsheet) file, or print user access cards in .pdf (Acrobat) format, one card per page.

**DELETE EXISTING ACCOUNTS:**

Deleting existing accounts is simple. By creating a .txt or .csv file listing a single username on each line and uploading the file, each user in the list will be removed.

**TO DELETE EXISTING ACCOUNTS:**

1. **Log in** to the Education Desktop with administrative-level rights.

2. **Click the** *School Administration* tab.
3. Click on the **Bulk account tools** link in the **Tasks** menu.

4. The **Delete existing accounts** page will display.

5. Click the **Browse** button under **User file** to locate the .csv file on your computer.

6. Select the file and click the **Open** button.

7. Click the **Delete accounts** button.

8. A confirmation page will display.

Additionally, you can delete accounts by selecting from a list.

1. Click on the **Select users from a list** link.
2. The **Select accounts to delete** page will display.

![Figure 226: Select Accounts to Delete Page](image)

3. **Click** the individual checkbox ☑ next to the desired username(s), or **check** the **select all** boxes designed to select by students, teachers, administrators, and grade.

4. **Click** the **Delete** button.

5. A confirmation page will display. From here you can delete more accounts, create new accounts or return to the home page.

![Figure 227: Delete Accounts Confirmation Page](image)
TEACHER TOOLS

From the Teacher Tools tab, available to both teachers and administrators, you can access student records, edit and create classes, and manage links and resources that can be made available on the Education Desktop.

Click on the Teacher Tools tab.

The view will default to the Find a student page, which is the first link under the Tasks menu on the right side of the page. The functions available under the Tasks menu are as follows:

1. Students
2. Classes
3. Links and resources
4. Gradebook

STUDENTS

TO FIND A STUDENT AND ACCESS ACCOUNT SETTINGS

1. Click on the Teacher Tools tab.
2. The Find a student page will display.

Figure 229: Find a Student page
3. Click in the **Search term** text field and type all or part of a user’s first name, last name or username.

4. Click the **Search** button.

5. The **Search results** page will display.

6. Click on the **blue hyperlinked** name in the **Search results** window to access the desired account settings.

---

**CHANGING A STUDENT’S PASSWORD**

1. Click the **Teacher Tools** tab. Click on the **Change Password** link in the student properties.

2. Enter and confirm the new password.
3. Click the **Submit** button.

**CLASSES**

Use this tool to create and manage classes or groups of students. First, you can use the “create a new class” link to make a new class. You can then place students from your school into this class. Don’t forget that you can filter the student list by grade to help find the students you are looking for.

**TO CREATE AND EDIT CLASSES:**

1. Click the **Teacher Tools** tab.

2. Click on the **Classes** link in the **Tasks** menu.

3. The **Class management** page will display.

![Figure 232: Class Management Page](image)
CREATE A NEW CLASS

1. Click on the "New classroom" link.

2. Click in the Classroom name text field and type the class name.

![Create a new class](image1.png)

Figure 233: Name the Class

3. Click the [Submit] button.

4. The new class will appear under the Your classes section of the Class management page.

![5th Grade Social Studies](image2.png)

Figure 234: New Class Added

5. Click on the "Add students" link to add students to the new class.

6. Click the Show me students from drop-down arrow and select the desired grade.

Click the [Go] button to display the student list.
7. **Click** the checkbox next to the desired student’s name(s).

![Figure 235: Add these Students](image)

8. **Click** the [Add these students] button to add the selected students to the class. **Click on the** [Cancel] link to cancel the operation.

9. A confirmation message will display.

![Figure 236: Confirmation message](image)
EDIT AN EXISTING CLASS

TO ADD STUDENTS TO A CLASS:

1. Click the blue hyperlinked name of the desired class.

2. Click on the Add students link to add students to the class.

3. Click the checkbox next to the desired student’s name(s).

4. Click the Add these students button.

5. A confirmation message will display.
1. **Click** the blue hyperlinked name of the desired class.

   ![Figure 239: Edit an Existing Class](image)

2. **Click on** the Edit class roster link to **remove** students from the class.

3. **Click** the checkbox next to the desired student’s name(s).

   ![Figure 240: Add these Students](image)

4. **Click** the Remove these students button.

5. A confirmation message will display.
TO EDIT OR ADD ASSIGNMENTS FROM A CLASS:

1. **Click** the blue hyperlinked name of the desired class.

   ![Figure 241: Edit an Existing Class](image)

2. **Click on** the Assignments link.

3. The test assignments for that class will display.

   ![Figure 242: Class test assignments](image)

4. **Click on** the Create a new assignment for this class link and follow the process for assigning a test to this class.

5. **Click on** the Edit the class roster link and follow the process for adding or removing students from this class.

6. **Click on** the View grades link to view the test grades for this class.

7. **Click on** the Download grades link to save an Excel spreadsheet of the class test grades to your hard drive.
1. Click the Teacher Tools tab.

2. Click on the Links and resources link in the Tasks menu.

3. The Manage links and resources page will display.

4. Click in the Add a new link text field and type the URL of the desired link.

5. Click in the Title text field and type the desired name of the link that will display on the Education Desktop.

6. Click the drop-down arrow next to Class and select the desired class.

7. Click the Submit button.

8. The shared link will display under the Manage links and resources section.
**APPENDIX A**

**SCANNING – ANSWER SHEET INFORMATION**

**PRE-PRINTED ANSWER SHEETS CURRENTLY SUPPORTED BY LIMELIGHT**

<table>
<thead>
<tr>
<th>Form (Item) #</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>245695</td>
<td>Primary Answer Sheet</td>
</tr>
<tr>
<td>245699</td>
<td>Multiple Choice 200 Question Answer Sheet</td>
</tr>
<tr>
<td>245677</td>
<td>Multiple Choice 200 Question Alternating (5 Options), response labels “ABCDE” (odd-number test items) and “FGHJK” (even-numbered test items)</td>
</tr>
<tr>
<td>271815</td>
<td>Multiple Choice 200 Alternating (4 Options), response labels “ABCD” (odd-number test items) and “FGHJ” (even-numbered test items)</td>
</tr>
<tr>
<td>245696</td>
<td>Intermediate Answer Sheet - 50 Questions</td>
</tr>
</tbody>
</table>

Forms can be previewed and/or ordered at [http://store.scantron.com](http://store.scantron.com).